



Puerto Rican Educators Association, Inc.

DUTIES AND RESPONSIBILITIES OF STANDING COMMITTEES

1. EDUCATIONAL AND CULTURAL COMMITTEE

This committee will develop and evaluate the different educational and cultural programs of the organization, determining whether or not the programs, as implemented, are fulfilling the general purposes of the Corporation, particularly those pertaining to the improvement of the education and culture of the Puerto Rican community.

2. MEMBERSHIP-NOMINATING COMMITTEE

It shall be the responsibility of this committee to recruit and recommend qualified members for the Corporation and to keep updated records of the membership.

The Nominating-Membership Committee shall meet as frequently as required and shall nominate persons for election to the following positions:

- a. Membership on the Board of Directors
- b. Officers of the Corporation
- c. Members of the Standing Committees

3. PUBLIC RELATIONS COMMITTEE

The Public Relations Committee shall have the responsibilities of keeping the general public informed of the activities of the organization and establishing contacts with individual leaders and organizations in order to keep a good relationship with all segments of the community. This committee will also prepare press releases, and other literature for local, state or national publications.

4. BY-LAWS COMMITTEE

This committee shall meet regularly to insure that the organization is functioning within the rules of the Constitution. The By-Laws Committee shall continue to study the By-Laws and Constitution and will make recommendations of changes in the Constitution and By-Laws to the Board of directors.



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Policy and Responsibilities of Standing Committees-Cont'd

5. FINANCE COMMITTEE

The Finance Committee shall make recommendations to the Board of Directors concerning the organization and finances of the Corporation. It shall include the Treasurer of the Corporation as a member. This Committee shall also consider policies concerning the improvement of budget processes, the control of expenditures, the financing of the affairs of the Corporation, and the audit of its financial activities. Upon authorization by the Board of Directors, this committee shall plan and conduct fundraising activities. This committee shall meet as frequently as required, but at least quarterly, and shall file a financial report annually.

6. SOCIAL AFFAIRS COMMITTEE

This Committee shall propose, plan and carry out activities of a social nature as approved by the membership and/or the Board of Directors in order to promote and enhance the goals of this organization.

7. SCHOLARSHIP COMMITTEE

The Scholarship Committee shall be responsible for the identification of senior high school students who will be recipients of Scholarship Awards, at the end of the school year. This Committee shall develop a criteria for selection of students, and shall submit their recommendations to the Board of Directors for final approval, by the last week of May. This Committee shall work together with Finance Committee for fundraising activities.